

**Tobacco Revenue, Use Spending and Tracking Commission
Office of Tobacco Education and Prevention Program (TEPP)**

November 8, 2006

Arizona Department of Health Services
150 North 18th Avenue, Phoenix, Arizona 85007
Conference Room 540A

MINUTES

Members Present: Matthew Madonna – Chairman
Linda Bailey
Dr. Wil Counts
Benton Davis
Dr. Kelly Hsu
Scott Leischow
Dr. Babak Nayeri
Bill Pfeifer
Dana Russell
Librado M. Ramirez
Violet Mitchell-Enos
Dr. Ronald Spark

Members Absent: Dr. Shelly Hall
Dr. Hugh Miller
Nancy Hook

ADHS Staff: Jeanette Shea-Ramirez – Deputy Assistant Director, ADHS
Byron Homer – Administrative Service Officer III, ADHS TEPP
Cheryl Czappa – Program and Project Specialist II, ADHS TEPP
Mary Ehlert – Marketing Director, ADHS TEPP
Janet Bourbouse – Program Manager, Chronic Disease, ADHS

Presenters: Jeanette Shea-Ramirez – Deputy Assistant Director, ADHS
Janet Bourbouse – Program Manager, Chronic Disease, ADHS
Byron Homer – Administrative Service Officer III, ADHS TEPP
Mary Ehlert – Marketing Director, ADHS TEPP
Danielle Sittu- Consultant

Public Attendees: Donna Beedle – Maricopa County Tobacco Use Prevention Program (MACTUPP)
Louise Strayer – U of A Health Care Partnership (HCP)
Mary Gilles – U of A Health Care Partnership (HCP)

Michelle Walsh – UA Evaluation, Research & Development Unit

Sharlene R. Bzack – American Cancer Society
Corey Woods – American Lung Association
Stephen Michael – ASHLine
Jill Gomez – Coalition for Tobacco Free Arizona (CTFA)

Call to Order

Mr. Madonna, TRUST Commission Chairperson, called the meeting to order at 10:35 a.m. Mr. Madonna welcomed the TRUST members and visitors and announced that a quorum is present.

Mr. Madonna: Requested Bill Pfeifer to provide an update on Smoke Free Arizona.

Mr. Pfeifer: Reported that as of this morning, with 100% of votes reported (with the exception of Coconino County wherein only 98.8% of the vote is in) Proposition 201 has passed.

- Proposition 201 passed 54.2% to 45.8% statewide, winning in every county but four. Largest percentage differences were in Coconino County with 61% of the vote, Santa Cruz County 60%, Pima County at 57% and Maricopa County with 54%.
- Proposition 206 was defeated in every county but one (Santa Cruz County)
- Additional Facts:
 - Proposition 201 was positioned on front side (page 1) of the Maricopa County ballot.
 - Proposition 206 was positioned on back side (page 2) of the Maricopa County ballot.
 - 7,000 more votes were cast on Proposition 201 than were cast on Proposition 206; Ballot placement seems to have had an effective on the vote outcome.
 - RJ Reynolds had proposed a similar proposition (to 206) in Ohio which also was defeated. The message Pfeifer hopes is being sent to RJ Reynolds is that this strategy to confuse voters does not work and hopefully they will discontinue attempts to confuse voter initiatives in future campaigns.

Mr. Pfeifer: Thanks everyone in this room who was a part of this campaign on a volunteer basis. Also thanks to Dr. Fairbanks for his leadership on this initiative.

Mr. Madonna: On behalf of the TRUST Commission, thank you to Bill Pfeifer for your leadership and for everything that you put in personally to the campaign. Also thanks to the American Cancer Society which was the leading contributor in the campaign and the American Heart Association, Arizona Hospital Association, Tobacco Free Kids, and all of the sponsors of Proposition 201.

Discussion occurred between Mr. Madonna, Mr. Pfeifer, and Ms. Bailey regarding other states' results. Mr. Pfeifer confirmed that similar environmental smoke propositions lost in Missouri and California, but won in Ohio and Nevada.

Mr. Pfeifer: Stated that he wanted to inform the TRUST Commission about how the ADHS will enforce Proposition 201. He said that Will Humble, Deputy Assistant Director for

ADHS Preparedness, will work with counties to implement Proposition 201. Through sanitarians which already visit businesses statewide, ADHS will enforce Proposition 201. Smoke Free Arizona does not go into effect until May 1, 2007. Date was chosen to:

1. Give the Arizona business community time to prepare for implementation. This was discussed with Arizona Restaurant Association, prior to the election and was a discussion point that led to their support of Proposition 201.
2. Allow ADHS appropriate time to put an enforcement strategy in place.

Mr. Humble is the leader of ADHS' enforcement, education and marketing efforts around Proposition 201. Ms. Shea-Ramirez confirmed that ADHS' plan is to enforce through existing partnerships with counties.

Tax

There was discussion about the two cent tax that Proposition 201 established. The tax will go into effect as soon as the Secretary of State certifies the election. Likely this will be on, or around, Dec. 1, 2006. Department of Revenue will collect the tax.

Dr. Spark: Is this at wholesale level or retail level tax?

Mr. Pfeifer: Wholesalers purchase the stamps from the state and they affix them to the actual cigarette pack before they get distributed to retailers.

Mr. Madonna: More details about Proposition 201 and its enforcement will be covered at the TRUST orientation. Additionally, Department of Revenue and how taxes on tobacco fund ADHS TEPP will be covered during the TRUST orientation. Mr. Madonna requested Mr. Pfeifer and Ms. Shea-Ramirez keep the TRUST informed of developments in regard to Proposition 201 and its enforcement.

Mr. Madonna: Funds not being used for enforcement is will go into the TEPP program budget. The budget may decrease due to the new 80 cent tax due to no backfill provision. It will take one or two quarters of tracking revenues to see how the new taxes will impact revenues for ADHS TEPP.

Ms Bailey: Congratulates Mr. Pfeifer on the successful campaign. She said voters were educated on differences between Propositions 201 and 206. She added that the North American Quit Line Consortium is trying to partner with state advocates as policy changes go into effect nationwide to leverage their message, for example with the implementation of new regulations and taxes, people will think about quitting and the Consortium would like to leverage that time to promote its services.

Mr. Madonna: As discussion on the Proposition 201 passing was completed, Mr. Madonna requested introductions of members and public in attendance at the meeting.

Approval of Minutes

Mr. Madonna: Requested a motion to approve the September TRUST Commission minutes as distributed.

Mr. Nayeri: So moved.

Ms. Bailey: Seconded.

Mr. Madonna: Asked if there were any additions, corrections to the minutes? Ms. Hsu stated that she was not present at the last meeting and the minutes stated she was in attendance. Mr. Madonna asked if there are any other comments, questions, observations, or changes to the minutes. Hearing none, he called for a vote by saying 'aye'. All say, "aye". Minutes are approved.

Chairman's Report

Mr. Madonna: Reviewed agenda items for the meeting and:

- ▶ Explained the public commentary portion of the agenda and how a speaker would be recognized by the Chairperson via the submitted "Speaker's Form".
- ▶ TRUST orientation has been scheduled for Tuesday, Dec. 19 at ADHS. New TRUST members are required to attend the day long orientation and also to take the ethics portion of the orientation via an online tutorial.
- ▶ Meeting calendar is set through May of 2007; Upcoming meetings are Jan. 10, March 7 and May 9, 2007.

Mr. Madonna: Discussed the subcommittee that was developed to discuss content of TRUST Commission meetings. The group is comprised of Mr. Madonna, Benton Davis, Babak Nayeri, and Hugh Miller. There were four questions the meeting subcommittee was to discuss:

1. What agenda items should be covered by the TRUST?
2. Are we doing enough as a Commission?
3. Is being on this commission worthwhile/ a good use of Commissioner's time?
4. Are we being efficient enough?

Madonna reported the subcommittee was unable to meet prior to this meeting.

Mr. Madonna: Asked for comments.

Ms. Bailey: Stated that last year was a year of learning the history of the TEPP program, but did not feel as though the Commission was asked for advice. She stated that the format of the agendas should follow the type of advice ADHS TEPP is seeking from the TRUST; it would be helpful if ADHS TEPP could provide the Commission with issues on which it is seeking advice a few days prior to the meeting.

Mr. Nayeri: Agreed with Bailey. He stated that the Commission's role is not clearly defined. He stated the Commission takes in a great deal of information, but does not really accomplish anything. "What are the expectations for the Commission? If we are in an advisory capacity, we provide guidance and expertise in our own areas of expertise then let's do that. I don't think we did that last year, or very minimally. Last meeting was one of the more productive meetings, we had interaction with the public and programs, learned what their needs are and how we can help them reach their targeted goals and expectations."

Mr. Leischow: Stated that, building on comments of the other two Commissioners, it seems that one of the challenges the Commission faces is, like any other board, the balance of avoiding micromanagement while providing clear direction "What I'm hearing is that there has not been opportunity to provide clear direction when warranted both by way of support or maybe in some cases to say we don't think this is an optimal direction."

Mr. Madonna: Stated that more time is spent on reports to the Commission than anything else.

Mr. Leischow: Stated that when there are big decisions that need to be made, it would make sense for the Commission to discuss and provide direction on such decisions.

Dr. Spark: Stated that is important for a group such as this to have measurable strategic goals. He said the Commission should have evidence based objectives for each of its goals. He said an independent audit would ensure that objectives strategically support the Commission's goals and there is a need for the Commission to be more goal oriented. "I think it is a good time to step back and do a little strategic planning."

Mr. Davis: Agreed with everything said. Stated that he had never been on a Commission before; and really struggles with the Commission's "advisory" role. He said, "Looking at the Commission Bylaws and our purpose here; we are commissioned to provide advice to the Director and the Arizona Department of Health Services. I don't think we are providing that clear strategic guidance and advice, and I cannot recall anytime were we as a group provided strategic direction to Susan (Gerard, ADHS Director) or her predecessor."

Mr. Madonna: Asked Mr. Davis to clarify his comments.

Mr. Davis: Explained further, saying, "I am on a lot of boards and traditionally boards create a governing structure, define strategic mission, and they actually make decisions. We are an advisory commission. I think we are struggling with the difference between a board and an advisory commission. We are trying to define what that means and create an opportunity for all the bright people in this room to have some impact on the program...Some impact on deciding what we are going to do, what we're not going to do, where the money is going to be spent, where money is not going to be spent. I would suggest even narrowing our focus. I think we need to define parameters of the advisory commission and what that role entails; we may need to go back to the Director and request more direction."

Mr. Nayeri: Stated that if Commissioners feel their input is valued, there will be better attendance and participation on the Commission.

Ms. Hsu: Stated that she would like ADHS TEPP to be more culturally sensitive. She would have liked ADHS TEPP to produce baby bibs in all the Asian Pacific languages for the recent spin-off of the secondhand smoke campaign which include a baby bib giveaway. She feels not enough of the TEPP money is spent in the Asian community.

Dr. Spark: Stated that funding goals need to be clearly defined.

Ms. Shea-Ramirez: Stated that it would be helpful if the Commission provided some guidance to ADHS TEPP as to what issues it would like to provide input/ give advice on. She stated that the Commission is critical to the strategic plan process, which has already been started. She said, "I've worked with boards and commissions for years and have rarely seen one where there is more of an adversarial situation between the Commission and the staff. The ADHS TEPP staff and the Commission should be partners. Since I started working here, what I've done is get on the phone and individually talk to Commission members to solicit feedback. Individually, many of the Commissioners are very helpful to ADHS TEPP staff. However, as a group, the Commission needs to formulate ideals and set goals. A Commission that provides higher level guidance on issues of direction and strategic goal would be more beneficial than one involved in programmatic/day-to-day operations.

Mr. Leischow: Asked the Chair if there are rules that regulate Commissioners dialogue outside of its public meetings?

Mr. Madonna: Stated that Open Meeting Laws do not prohibit one-on-one discussion among Commissioners, as long as no member attending represents the Commission on the whole.

Mr. Nayeri: Stated that he was surprised at Ms. Shea-Ramirez's comments about the adversarial role between the Commission and ADHS TEPP. He would like to hear more about this.

Mr. Leischow: Stated that a strategic plan is essential to drive decision making activities.

Mr. Russell: Stated that he also was surprised that ADHS TEPP perceives the Commission as adversarial. He believes this is not so. He believes the role of the Commission is clear. It is an advisory group whose role is only to make recommendations to the Director. The Director then should make the decisions; and the Director should seek advice of the Commission when she needs it... He feels the role of the Commission is "already clearly spelled out."

Mr. Nayeri: Stated that ADHS TEPP has a strategic plan.

Ms. Shea-Ramirez: Concurred. Yes, ADHS TEPP developed a strategic plan, and solicited the Commission's feedback on the plan. The plan was specifically for the ADHS TEPP program operations... A plan is needed for Tobacco Control Efforts for the entire state.

ADHS has engaged a consultant, Danielle Sittu, to work with the Commission and other stakeholders to develop a Statewide Tobacco Control Plan.

Ms. Bailey: Stated that she does not feel the Commission has been adversarial.

Mr. Davis: Stated that the perception of the Commission as adversarial is a surprise to him. He said, “When you are seeking advice and you get it, it may not always be what you exactly wanted to hear and there’s an opportunity for improvement on how it’s (the message) delivered. We’ll all step up to that.” He then stated that the TEPP strategic plan should be very focused and concise.

Mr. Madonna: Stated that a process for developing a strategic plan statewide will take too long. He would like to see the development of the plan happen quickly and would like the Commission to be involved in the development of the plan. Can we step up the timeline?

Mr. Pfeifer: Stated this Commission is really dependent on the ADHS TEPP program to take its advice. He feels a more corporative working relationship with the Director and the new office chief are keys to the effectiveness of the Commission.

Mr. Madonna: Stated that he would like the staff to be in a mindset of collaboration, rather than to be threatened by the Commission.

Unfinished Business:

Coalition for Tobacco-Free Arizona (CTFA)

Mr. Madonna: Introduced Jill Gomez, (CTFA).

Jill Gomez: Stated that CTFA is a small non-profit organization that provides professional development to the tobacco control community. CTFA would like to extend membership to all Commissioners. CTFA is meeting in the second quarter, next month, coupled with the TEPP contractors meeting; Third and fourth quarter meetings will be either the day before or after TRUST Commission meetings.

Mr. Madonna: Stated that CTFA does an excellent job of bringing in national speakers and providing educational programming. He thanked Gomez for providing the memberships to Commissioners.

Jill Gomez: Stated that CTFA is tentatively scheduling its second quarter meeting at Halle Heart Center on Dec. 6. The next meeting would be in March, then in May.

Discussion occurred between Mr. Madonna, Jill Gomez, and Ms. Bailey regarding whether TRUST members would rather participate in CTFA meetings the day before or the day after

TRUST Commission meetings. Consensus was reached that CTFA should plan its meetings the day before the TRUST Commission meetings.

Bylaws

Mr. Madonna: Proposed to a motion to approve the revised TRUST Bylaws as distributed.

Ms. Bailey: So moved.

Dr. Spark: Second.

Discussion occurred between Mr. Madonna, Mr. Leischow, Dr. Spark, Mr. Russell, and Mr. Nayeri regarding the revised TRUST Bylaws. The question was asked “Why change to 40% constituting the quorum?” Mr. Madonna stated that because the TRUST was averaging 40% attendance, the quorum was changed. Mr. Madonna also stated that telephone participation constitutes participation according to the new bylaws. He further stated that non-attendance does not automatically disqualified a Commissioner, rather, non-attendance results in a recommendation by the nominating committee to the Chair and the full commission to review the attendance and membership of the non-attending Commissioner

Mr. Madonna: Requested any additional comments or questions on the bylaws. Hearing none, he called for a vote by saying ‘aye’. All say, “aye”. Bylaws are approved.

Lunch Break: Mr. Madonna called for a lunch break from 11:45 a.m. to 12:15 p.m.

Mr. Davis: Upon reconvening, Mr. Davis said the nominating committee has developed a three step process, which includes:

1. Continue to recruit nominees (The Committee currently has one interested person);
2. Adhere to Prop 303, Section 8; provide high level guidance on how the board should be composed in terms of diversity, skill set, experience and background within the community, marketing, and PR; and
3. Document efforts with respect to organizations or people that the Committee has reached out to.

Mr. Madonna: State that he believes the ADHS Director would like to see someone with addiction expertise join the Commission.

Mr. Pfeifer: Encouraged the Nominating Committee to touch base with the ADHS Director when considering members.

Mr. Davis: Nominating committee will consult with leadership.

Mr. Madonna: Stated that it is his interpretation of the TRUST Bylaws that the role of Chairperson is for three years. He said he has been the Chairperson for three years. The TRUST Bylaws were adopted after he was placed in the Chairperson role; a year after he was already Chairperson.

Mr. Pfeifer: Asked, if with that information, is the TRUST in compliance of its bylaws?

Mr. Counts: Stated that the bylaws have only been in place for two years.

Mr. Davis: State that a review of the Chairperson role in conjunction with the TRUST Bylaws will be added to the Nominating Committee's agenda.

Mr. Nayeri: Stated there is a need to discuss other Nominating Committee agenda items.

Ms. Bailey: Asked if there were currently any names submitted to the Nominating Committee for consideration.

Mr. Madonna: Stated that some names had been given to former ADHS TEPP Office Chief Patricia Tarango.

Mr. Nayeri: Asked Commissioners to submit names to the Nominating Committee.

Mr. Davis: Stated that the nomination process is lengthy; it takes approximately one year to complete. He stated that the Nominating Committee will convene to discuss all of the aforementioned agenda items.

ADHS TEPP Report

Ms. Shea-Ramirez: provided the ADHS TEPP presentation which included the following staffing update:

- ▶ Several Commissioners and the Director will be interviewing an Office Chief Candidate, Donna Warner, on Nov. 9.
- ▶ Mary Ehlert has been hired as the ADHS TEPP Marketing Director.
- ▶ Todd Pearce has been hired as the ADHS TEPP County Contracts Coordinator.
- ▶ Dianna May from United Way has been hired as the ADHS TEPP Lead Contract Manager.
- ▶ Danae Dobbs has been hired as the ADHS TEPP receptionist.
- ▶ Recruitment continues for the positions of Office Chief, Epidemiologist, and additional contract management staff.

- ▶ **Ms. Shea-Ramirez:** Reported that all new hires are engaging in a thorough ADHS TEPP orientation including spending time with contractors in the field. Additional training will include:
 - ▶ Shadowing staff in local projects,
 - ▶ Cessation Certification Training,
 - ▶ Training in effective contract management, and
 - ▶ Skills training in relationship development.

Some discussion included comments from Mr. Leischow regarding quitlines. He stated that Arizona was a leader when it developed its quitline; He believes the addition of Donna Warner would be a good one as she is an expert in quitlines. He would like Arizona to be a leader in this area again, Mr. Leischow requested Donna Warner's presentation be sent to him

via email. Ms. Shea-Ramirez will email to TRUST members with Ms. Warner's presentation.

Ms. Shea-Ramirez: Introduced Janet Bourbouse to provide the Chronic Disease update.

Ms. Bourbouse: Presented the following highlights from the Chronic Disease Plan:

- ▶ Breast Cancer Screening
 - Funds - \$250,000 –loaded into WWHP budget 9/29/06.
 - PIMC contract due to be finalized 11/06.
 - NACHC contract due to be finalized 11/06.
 - Program working with PIMC and NACHC.
 - Estimate services to begin at both facilities in January 2007.
 - Additional state funds will be utilized to provide cervical cancer screening.

Dr. Spark raised a technical point. Cervical cancer has an association with smoking. Stated that the Chronic Disease plan should be re-written with that consideration. Mr. Madonna stated that Dr. Spark should review the Chronic Disease Plan; He believes research such as this is incorporated.

- ▶ Colorectal Cancer Screening
 - Funds - \$1,000,000 – loaded into Comprehensive Cancer Program budget.
 - Marketing meeting with ACS held 11/1/06.
 - Exploring media campaigns from ACS and CDC.
 - Timeline – 3 months if existing; 6 months if all new materials needed.

Mr. Counts asked what the \$1 million will fund. Ms. Bourbouse answered that the \$1 million for this project will be used primarily for advertising and then funding for colorectal cancer screening will be phased in during year two. Mr. Leischow asked for the guiding principles behind the funding goals/priority setting for the Cancer Plan. Mr. Madonna answered yes; this is all part of the Statewide Cancer Control Plan. More information about the Statewide Cancer Control Plan will be provided at the TRUST Orientation.

- ▶ Stroke Awareness Campaign
 - Exploring several campaigns using the “FAST” (Face, Arms, Speech, Time).
 - Criteria-availability, adaptability, appropriate for AZ population, success/evidence base.
 - Focus group testing in development of materials.
 - Target geographical area – Primarily Phoenix, Kingman and Yuma coincides with the stroke telemedicine project, but includes Tucson.
 - Estimated implementation April – May 2007.
- ▶ Stroke Telemedicine
 - Stroke DOC – Stroke Team Remote Evaluation using a Digital Observation Camera.
 - NIH Pilot – lead hub UCSD; primary Arizona hub – Mayo; 1 year pilot to start the Stroke Telemedicine for Arizona Rural Residents (S.T.A.R.R.).

- System is web-based; offers immediate access to remote site without need for consulting MD to be at fixed location.
- Pilot sites – Yuma and Kingman – large #'s of acute strokes, no staff stroke neurologist, support from local emergency team.
- Target dates – January – setup equipment & training; system operational March 2007.
- ▶ Lung Disease – COPD
 - Meet with Procurement 9/12/06 – new contract requires competitive bid process for COPD services.
 - Initiated contract amendment for Lung Association to extend current contract through June 2007.
 - Will work with TEPP to initiate RFP/RFGA process.
 - Target date – new contract award – July 1, 2007.

Mr. Madonna: Asked why is that one (Lung Association Chronic Disease Contract) subject to the new process and the others not?

Ms. Bourbouse: Responded that in this category, ADHS Procurement said we could not assume this was the sole source of the service and therefore a Competition Impractical process would not apply.

- ▶ Hepatitis B and Screening
 - Immunization activities and funding will be coordinated by the ADHS Bureau of Epidemiology and Disease Control.
 - Office of Health Systems Development – Health Disparities Center will serve as liaison and provide Technical assistance.
 - The Bureau will work with Asian-Pacific Community in Action in the implementation of the program.
 - Maricopa County – primary target area.
- ▶ Evaluation
 - Meet with Ralph Renger at U of A – has current contract as evaluator for Comprehensive Cancer Program.
 - U of A College of Public Health, Division of Community, Environment and Policy.
 - Research interest – advancing the science of evaluation and through lessons learned evaluating local, state, federal, and international programs.
 - Expertise – Community – based Public Health Interventions; Evaluation.

Ms. Shea-Ramirez: Introduced Byron Homer for ADHS TEPP financial report.

Mr. Homer: Stated that, revenue has been increasing over several years due to enforcement and increased staff.

Ms. Shea-Ramirez: Introduced Mary Ehlert for ADHS TEPP marketing report.

Ms. Ehlert: Marketing Update

- ▶ Has hired a multicultural and Internet marketing manager- Claudia Sloan.
- ▶ Marketing meeting held with all ADHS TEPP partners (contractors) on Oct. 25
 - Ms. Ehlert stated that contractor feedback has been very positive.
 - Provided meeting notes to the TRUST Commissioners for review.
- ▶ Interim Cessation
 - A campaign for cessation will be developed by the Cessation Work Group (established at the Oct. 25 meeting) and a campaign will launch by Jan. 2007
 - Letters have been sent and contracts amended to address infrastructure/staffing issues raised by contractors at the last TRUST Commission meeting in contractors suggested, and Director approved, re-vitalizing “Chuck” and “Carlos” campaign for cessation. It will be expanded to include additional demographics including females.

There was discussion between Mr. Leischow, Ms. Ehlert and Mr. Madonna about the campaign content being evidence based. Ms. Ehlert stated that the cessation workgroup includes U of A team members who will ensure there is an evidence based campaign.

- ▶ There will be an interim prevention campaign...
 - “Ashtray mouth campaign” from the State of Washington will be re-done for Arizona market; projected to launch in March 2007
- ▶ Ms. Ehlert showed an example of the SUNS Gorilla Prevention Campaign advertisements.
- ▶ Second Hand Smoke campaign ends Nov. 2006; A report on effectiveness is expected by approximately Jan. 2007.

Ms. Shea-Ramirez: Presented Update on Free NRT

- ▶ Workgroup (formed at Oct. 25 meeting).
- ▶ Hiring a consultant to research best practices in Free NRT and work with the work group to move Arizona’s program forward, consultant will:
 - Create protocols,
 - Approve research design,
 - Address risk issues, and
 - Ensure best practices.

Ms. Shea-Ramirez: Introduced Danielle Sittu, Consultant, to discuss the Biennial Report to the Legislature.

Ms Sittu: Stated the Biennial Report draft is distributed to TRUST Commissioners. It is due to the Legislature on Nov. 15. All changes need to be sent to Ms. Sittu via email or FAX by the end of the day, Nov. 9.

Ms. Shea-Ramirez: Introduces Danielle Sittu as the Consultant that will lead the development of the Statewide Tobacco Control plan. Ms. Sittu will begin convening SWOT analyses with the TRUST Commission to begin establishing the framework for the plan.

Mr. Nayeri proposed the TRUST meet separately from commission meeting to begin working on the plan. Mr. Madonna suggested invite TRUST to existing meetings. Ms Sittu suggested meet both one-on-one and at existing partnership meetings. Dr. Sparks advocates more than one meeting with each group of stakeholders. Mr. Nayeri request one of TRUST meetings be outside of the work day or possibly on a Saturday. Mr. Madonna stated he will work with Ms. Sittu and ADHS TEPP to plan the meetings.

Public Commentary

Mr. Madonna: Asked Ms. Czappa if there any public comment requests.

Ms. Czappa: Citing no submitted speaker requests, Ms. Czappa replied there were no public comments.

Meeting Evaluation and Agenda Planning

Mr. Madonna: Moved to adjourn the meeting. He requested any additional comments or questions; hearing none, he called for a vote by saying 'aye'. All say, "aye". The meeting was adjourned at 2:00 p.m.

TRUST Meeting Items

▶ November 8 meeting items that need to be addressed at the January TRUST meeting:

1. Ms. Czappa... update TRUST calendar schedule.
2. Mr. Davis... to check on Mr. Miller's status; report back to Commission.
3. Mr. Davis...contemplate leadership, define interpretation of Bylaws and report back to Commission.
4. Mr. Davis/ Mr. Nayeri... meet to discuss agenda items for Nominating Committee.
5. Ms. Shea-Ramirez...email Donna Warner's Presentation to TRUST members...done
6. Ms Bourbouse...bring Comprehensive Cancer plans to Orientation meeting...done.
7. Ms. Czappa...email links of Chronic Disease Plans...done.
8. Ms. Czappa...email TRUST Biennial Report for comments by end of day Nov. 9...done.

▶ New agenda items for January 10 TRUST Commission meeting:

1. Nominating Committee report
2. Update on the Statewide Tobacco Control Plan
3. Update on media campaigns

4. Chronic Disease Update

* Future Topic:

1. Suggested by Mr. Madonna to investigate alternate meeting locations due to parking constraints at ADHS
2. It was suggested that the Nominating Committee agenda include discussion of whether Commissioners can be from outside the state of Arizona.

The TRUST Commission is a public meeting. In compliance with the State's open meetings laws, the recorded minutes for the November 2006 TRUST Commission meeting are available to the public three working days after the meeting. Please contact the TRUST Coordinator at the Office of Tobacco Education and Prevention Program, 602-364-0824, to make arrangements to hear the recorder minutes.